

*Next Meeting – June 10, 2008 – 2:00 PM
Appoquinimink State Service Center
Middletown, Delaware*

**GOVERNOR'S COMMISSION ON COMMUNITY BASED ALTERNATIVES
FOR INDIVIDUALS WITH DISABILITIES
HOUSING SUBCOMMITTEE MEETING
May 13, 2008 – 2:00 PM
APPOQUINIMINK STATE SERVICE CENTER
MIDDLETOWN, DELAWARE**

PRESENT: Daniese McMullin-Powell, Co-Chair; Sandy Tuttle, Co-Chair; Carol Barnett, DSAAPD; Kim Brockenbrough, DSHA; Kate Cowperthwait, NMSS; Cliff von Howell, DSAMH; Lottie Lee, DMS-DHSS; Meghan Morgan, DDDS; Elizabeth Schantz, Consumer; Susan Starrett, Homeless Planning Council; Kyle Hodges, Staff and Linda Bates, Support Staff

ABSENT: Marguerite Ashley, NCC; Nate Beasley, IRI; Diane Bowen, CMH; Merton Briggs, NAMI-DE; Brian Hartman, SCPD, DLP; Yolanda Jenkins, DSCYF; Patricia Kelleher, The Arc; Kirsten Olson, Connections; Victor Orija, DASSPD

CALL TO ORDER: The meeting was called to order at 2:10 pm.

ADDITIONS OR DELETIONS TO THE AGENDA

- Kyle added the Universal Design bill if time allows.

APPROVAL OF MINUTES

Motion was made, seconded and approved to accept the April 8, 2008 meeting minutes as approved.

BUSINESS

Review of Work Plans Relating to Goals & Objectives

Sandy stated that the Committee is in the process of reviewing our plan. Sandy asked that this Committee think in terms that action steps for these objectives have to be able to be implemented and someone has to be accountable to get the job done. Also, we need to think about the timeframe to complete the actions; and if we cannot do that, we do not need it in the plan. The second thing is that we need to evaluate everything that we are going to do against our original objective. So, the question on the table is always does this task help us to reach our goal of ensuring a sufficient number of Safe, Affordable, Integrated and Accessible Housing for people with disabilities.

Susan reviewed the following tasks:

A. Establish a coordinated system to develop, administer and implement housing programs for individuals with disabilities.

Action A. 4 Ensure stakeholder input in housing policy decision making process.

This is a dual ownership between DSHA and HPC.

Task	Time Frame
Susan added: Contact other Public Housing Authorities about conducting their Strategic Plan review process similar to that of DHSA	Wilm and NCCo will start planning their Strategic Planning process in FY 09 and is due in FY 10.
Susan added: Publicize Public Housing Authorities public meetings	Susan suggested to NCCo that they add to their action plan the language about giving money to the DE Mortgage Assistance Program—so the language is consistent with the City of Wilm and DHSA action plans. Marguerite Ashley will add this language to NCCo's action plan in FY 09

Carol added that there needs to be an avenue to educate individuals/stakeholders. All agreed and Susan will add this as a task.

C. Maintain stock of vouchers and affordable housing units.

Action C. 1. Obtain funds to preserve HUD.

Task	Time Frame
Review the DSHA Housing Matrix to track the amount of dollars spent on Housing through HUD and through leveraging/matching resources.	September 2008
Review the Continuum of Care Application to track the amount of dollars spent on Housing through HUD and through leveraging/matching resources.	September 2008 Done annually.
Advocate with State and Local governments to continue/increase the amount of dollars spent on transitional and permanent supportive housing programs.	July 2008
Seek additional funding opportunities through private donations/fundraising/ Foundations for transitional and permanent supportive housing programs.	Reports will be given to this Committee. July 2009

D. Create new housing options.

Action D. 3. Develop 648 permanent supportive units for homeless. Ownership—HPC.

Task	Time Frame
Use the DSHA Housing Matrix to track the number of beds currently available and the	Sept 2008

number of beds to be created/demolished.	
Update the Sub-Committee at each meeting on the number of beds.	November 2008

Action D. 4. Create 1000 units for homeless and 100 MFP options. Ownership—HPC.

Task	Time Frame
Use the DSHA Housing Matrix to track the number of beds currently available and the number of beds to be created/demolished.	Invite Rosanne Mahaney to the June meeting. MFP related.
Update the Sub-Committee at each meeting on the number of beds.	Nov 2008

Lottie reviewed the following tasks:

H. Ensure range of in-home services and supports including Personal Attendant Services; in-home medical, non-medical, and personal care needs; and behavioral health services.

Action H-1. Eliminate PAS waiting lists for State and tobacco-funded programs.

This Action Item could be reworded to say: “Monitor PAS waiting lists for State and tobacco-funded programs to determine need”.

The owner will be DHSS/DSAAPD.

Task	Time Frame
Review waiting lists	June 2008

Kyle will have a current waiting list number on Monday.

Action H-2. Review and adjust PAS funding annually.

Task	Time Frame
Request funding level	August 2008

The owner will be DHSS/DSAAPD.

The Committee agreed to combine Action H-1 and H-2.

Action H-3. Refine assessment instrument(s).

Action H-4. Identify and define in-home medical, non-medical, and personal care need services and funding, including respite, AT and home modifications

Action H-5. Review Assessment subcommittee report and identify eligibility gaps.

The Committee agreed to combine the above three actions. The new wording will be: “Monitor work of Discharge Planning Group and Healthcare Subcommittee of the Commission to ensure that housing and in-home supports needs are identified”.

Action H-6. Integrate walk-in behavioral health with primary care.

The committee agreed to eliminate Action H-6.

Kim reviewed the following tasks:

Action A-1 Streamline voucher application process.

This Action Items should be reworded to read: “Streamline voucher and public housing voucher process.

Task	Time Frame
Develop software	FY 09
Housing Committee members attend and present at PHA Board meetings.	

Action A. 2. Develop a relationship between advocates and public housing authorities.

Task	Time Frame
The Committee agreed to eliminate this action item.	

Action A. 5. – It was agreed to eliminate this action. There are already other groups which address this.

B. Create a directory of rental opportunities.

Action B. 1. Create a database of appropriate rental units.

This Action Item could be reworded to say: “Refine database for appropriate rental units”.

Task	Time Frame
“Refine” a database of affordable rentals in Delaware with fields identifying how many accessible units are available at each site.	FY 09
Publish interactive database to the web so that Delawareans can locate affordable housing options via the Internet.	Done—January 2008.
Refine database of affordable rentals in Delaware with fields identifying accessible features within sites	FY 09

Action B. 2. Disseminate database to discharging institutions. The overall action has not been completed, but several tasks have been completed.

Task	Time Frame
Demo database at a special discharge planning meeting at Housing	Feb 2008

Subcommittee meetings	
Send out DSHA highlights about Database	Done
Hold kick-off event in each County for local agencies to become familiar with the locator	Summer/Fall 2008

Action B. 3. Market database to service providers.

Task	Time Frame
Hold kick-off event in each County for local agencies to become familiar with the locator	Summer/Early Fall 2008
Issue a postcard to organizations statewide that may be interested in the database.	Summer 2008
Attend (3) conferences available where DSHA staff may be able to demo and promote database. Example: Life Conference	FY 09
Offer training to front-line staff that deals with people with housing issues. Example: State Service Center Staff	FY 09

C. Maintain stock of vouchers and affordable housing units.

Action C. 2. Preserve deteriorating affordable housing stock. This will need to be completed every year.

Task	Time Frame
Advocate for \$5 million in '09 budget requests to finance critical preservation efforts on units having subsidy.	July 09
Plan in place to rehab and/or refinance multi-family housing complexes at an estimate cost of \$XX million. Will preserve XX units service approximately XX people and includes XX accessible units. Kim will send the #s to Kyle.	July 09

Action C. 3. Work with public housing authorities to eliminate housing barriers and incorporate preferences for individuals with disabilities.

Task	Time Frame
Identify current policies regarding application and acceptance for each PHA	Completed.
Identify how current policies create barriers for people with disabilities accessing affordable housing.	It was suggested to focus on specific barriers. Kim will try to get an intern. 1 st quarter Jan 09.
Develop position paper outlining policies and procedures that would reduce the barriers to housing for people with	Focus on the Committee's Jan 09 meeting. April 09 completion.

disabilities.	
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DSHA will be the owner in FY 09; and SCPD will be the owner in FY 10.

Action C. 4. Educate the community on incentives that make housing readily available.

This Action Item becomes: “Educate the community on incentives that make housing more readily available”.

Task	Time Frame
*DSHA will develop a link on existing website for people with special needs.	Jan 09
*Increase awareness among landlords the ability to collect increased rents under Housing Choice Voucher Programs when renting accessible units.	Add a landlord link.
Include a link in the DD Housing Directory project.	FY 09

*** Combine into one task.**

DSHA will be the owner in FY 09

D. Create new housing options.

Action D. 2. Ensure quality Section 811 proposals are submitted.

This Action Item becomes: “Encourage innovative Section 811 proposals”.

Task	Time Frame
Lottie was assigned to this and will try to address for the June meeting.	This needs to be clarified.

Action D. 5 Expand Number of accessible, affordable rentals.

Task	Time Frame
Kyle will go back and look at the original document.	Needs to be clarified.

Action D. 6 Increase awareness of available landlord incentives

Move this task to C. Action Item C. 4.

Action D. 7 Encourage use of Low-Income Housing Tax Credits, HOME funds, and Community Development Block Grant Programs.

Move this task to C. Action Item C. 4.

Action D. 8. Develop and maintain an affordable unit database.

Task	Time Frame
The Committee agreed to eliminate this Action Item.	

E. Include input of individuals with disabilities in Delaware State Housing Authority needs assessment.

Action E. 1. Require DSHA to educate disability advocacy organizations.

Task	Time Frame
Kyle will go back and review the original document	

Action E. 2. Ensure that advocates are included in the public participation process.

Task	Time Frame
Kyle will go back and review the original document	

Actions under E. should be addressed as tasks under A-4. Therefore, delete Objective E and its actions. Susan will reword and send wording to Kyle.

F. Increase access to homeownership

Action F. 4. Encourage use of Section 8 Housing Choice voucher.

Task	Time Frame
Kim will contact Marguerite Ashley about providing a report for the June meeting.	June 08 Housing Committee meeting.

No report on F. 3 since Lisa will be leaving the U of D.

Action F. 3. Determine need for additional living readiness programs.

Task	Time Frame
Kyle will ask Pat Kelleher from the Arc/DE to undertake this task.	Need to clarify

Sandy stated that Action Items F. 3 and 4 will be addressed at the June meeting along with asking Rosanne Mahaney to talk about the plan for the MFP 100 people.

In summary, Kyle will submit the timeline chart with attachments.

ANNOUNCEMENTS

Susan attended the Housing forum hosted by the Democratic Party with the candidates--John Carney and Jack Markell. About 100 people attended—mostly professionals and some consumers. The Republican forum will be in June. Both candidates listed Housing

one of their priorities. Carney has outlined his affordable housing plan (hand-out provided). Markell said that he would have a dedicated revenue source for housing. Each candidate had three minutes for opening comments and two minutes to answer each question. Susan said that it was good overall.

Universal Design—Rep. Pam Maier is working on a draft universal design bill to be introduced in June. This will be a June 10 Housing Committee agenda item.

The next meeting will be on Tuesday, June 10 at 2 pm at the Appoquinimink State Service Center in Middletown.

ADJOURNMENT

The meeting was adjourned at 4: 10pm.

Respectfully submitted,

Kyle Hodges
SCPD Administrator

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